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19 Dec 1956

*note Mr. G comment re study c/w*

MEMORANDUM FOR THE RECORD:

SUBJECT: Proposed Reorganization of the Signal Center

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1. In response to a statement by [REDACTED], Deputy Chief, Support, Office of Communications to the effect that [REDACTED] Chief of the Signal Center had a problem upon which he could use some management assistance I conferred with [REDACTED] this morning to determine the nature of his problem [REDACTED]

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2. [REDACTED] stated as follows:

- a. That the increase in traffic in the Signal Center makes it imperative that some reorganization be made in the structure of the Signal Center without a change in the overall ceiling. There has been a substantial increase in traffic from 10,500,000 groups for 1950 to 62,000,000 in 1955 and an estimated 72,000,000 groups for this calendar year.
- b. At present he has two(2) GS-13's on the day shift covering the Signal Center Officer Staff which does not give him sufficient remaining personnel to cover the other shifts throughout a seven day schedule on a 24-hour basis. PED noted that his force was working this way and pointed out that it was not in compliance with his T/O. [REDACTED] stated that it has been necessary for him to do this in order to provide adequate coverage for the critical day shift. He stated it is also necessary to have two Signal Officers on the 4 to 12 shift because of the traffic volume and that the amount of overtime performed by his staff at the present time was somewhat extensive. PED then advised [REDACTED] that this action represented a proposed change in his structure and asked him to take the matter up with the Management Staff.

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Because of the need for more than one Signal Center Officer to supervise the traffic on certain shifts, [REDACTED] feels it is advisable to establish four to five positions as Deputy Signal Officers at the GS-12 level in order to handle the increased traffic and particularly the supervisory work required. In order to accommodate these positions he stated he would take the slots, if permissible, from the Manual Cipher Section.

- d. He would also like to reorganize the Manual Branch and the Machine Branch to reflect five GS-11's in each Branch so as to ensure the necessary type of supervision required on a shift basis.

- 25X1A9a 3. I asked [REDACTED] again about his ceiling and he admitted that he

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NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. Changed to: 10

DDA Memo, 4 Apr 77

Auth: DDA MEMO, 77-1793

Date: 20/2/78 By: [REDACTED]

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had requested an additional 20 slots from the Support Staff of Commo [REDACTED] for lower level positions in order to handle the increased world-wide traffic. [REDACTED] was under the impression that the ceiling increase for such positions was not related to the internal reorganization of Signal Center supervisory positions but I pointed out that it was most advisable to consider the entire Signal Center organization for purposes of our study so that we could come up with a proposed study that would carry the organization as far ahead as possible.

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4. [REDACTED] deputy made a remark during our conversation to the effect that at least 60% of the traffic passing thru the [REDACTED] Signal Center constitutes traffic for this organization and that there was some discussion from the Pentagon as to whether or not we should have our own facility.

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5. I mentioned to [REDACTED] that our goal was to make as complete a study as possible so that it would best serve the interests of the Communications Office and our office for future planning and reference purposes. I asked [REDACTED] to compile the following data in rough form as soon as convenient:

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- a. Record of Overtime worked in the Signal Center.
- b. Proposed T/O in rough form.
- c. Data [REDACTED] as to how much traffic a Signal Center Officer would be expected to handle on any one shift and justification as to why the reorganization was necessary.

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[REDACTED] indicated that he would not be out of town during the holidays and that he would try to have the data ready next week for discussion. Since PED made a complete classification survey of the Signal Center recently, including personnel working on the night and week-end shifts, I shall talk to them in detail concerning their ideas relative to workload and solicit any remarks they may wish to offer.

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*admitted he is now working his personnel the way. He would like to have the T/O revised and that he has discussed this with [REDACTED] who concurs.*

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